

**APPLICATION FOR
HARBORS, BEACHES AND PARKS ENCROACHMENT PERMIT**

COMPLETE THE FOLLOWING AND

MAIL TO:

County of Orange
County Property Permits
P.O. Box 4048
Santa Ana, CA 92702-4048

-OR-

DELIVER TO:

County of Orange
County Property Permits
300 North Flower Street
Room 122, Station No. 6
Santa Ana, CA 92703-5001
Hours: 8 a.m. to 3:30 p.m.

Attention: Stephen Stoewer, Telephone Number: (714) 834-3414
FAX Number: (714) 835-7425

A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING. SOME REQUESTS MAY TAKE LONGER.

INFORMATION REQUIRED:

1. Submit a letter of request which includes the following:
 - A. Applicant's name
 - B. Address and daytime telephone number
 - C. Contact person (individual) and daytime telephone number
 - D. Job address and name of owner, if not applicant
 - E. Type of activity
 - F. Name of facility involved (i.e., Irvine Regional Park)
 - G. Significant background or related information
2. Submit four (4) sets of plans which include the following:
 - A. Facility name
 - B. Vicinity map
 - C. Names and distances to nearest cross streets
 - D. Property/right-of-way lines (labeled as such)
 - E. Right-of-way dimensions
 - F. Existing fencing, road ways, bike trails, gates, etc.
 - G. Access (road) area
 - H. Encroachment details (profile/section details)
 - I. Dimensions of structures
 - J. North arrow, and scale used
 - K. Signed and stamped by a registered Civil Engineer
 - L. Hydraulics/hydrology and structural calculations, if applicable
3. Filing fee of \$55.00. This fee is nonrefundable; however, it will be applied to balance of fees required by Resolution 94-300.

Upon receipt of the above, County Property Permits will coordinate review of your application package and advise you of fees, surety deposit, insurance and other items required prior to permit issuance.